

## **POLICE OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF WORK**

This is routine general police work involving patrol, traffic, vice and juvenile activities enforcing the state and municipal laws, regulations and ordinances and protecting life and property. Some employees of this class may be assigned to routine clerical work. Employees may work in company with and receive assistance from a more experienced officer. Work involves directing traffic, answering complaints, issuing tickets for movables and non-movable violations, making regular patrols, investigating accidents, crimes or suspicious activity of adults and juveniles in accordance with prescribed departmental rules and regulations. Independent judgment must be used when faced with emergency situations. All work is reviewed by superior officers through reports. Inspection, observation and short conferences.

### **EXAMPLES OF WORK**

(Note: Examples below indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Assists in foot, automobile and motorcycle patrol work done along or in company with another officer; makes reports to headquarters by radio and telephone; enforces motor vehicle laws, the State Criminal code and parking ordinances; renders information aid and assistance to motorists and other citizens; checks model, make, and license numbers of passing vehicles to regain stolen cars and pick up wanted persons and violators; Investigates vehicles parked illegally, under suspicious circumstances, or abandoned.

Directs traffic to reduce and eliminate congested traffic conditions; clocks moving vehicles; issues tickets for movable and non-movable traffic violations; makes arrests; appears in court as a witness.

Aids in investigating accidents; keeps bystanders out of danger; renders first aid; questions witnesses and drivers; Investigates and prepares reports of conditions and causes of accidents; supervises the removal of injured persons to hospitals and the removal of debris to restore traffic.

Receives complaints; secures necessary information; dispatches men and equipment when delegated, reports difficult situations to superior; maintains simple records and makes reports.

Investigates usually in company with a superior, suspicious or

known criminal activity; may investigate the conduct and character of juveniles or persons involved in suspected criminal activities

with juveniles; may pose as a juvenile or other person to secure information and evidence; interviews persons involved or suspected of being involved; verifies information; searches for, locates and preserves evidence; searches for and locates wanted persons and goods.

Attends classes of instruction, reads and studies assigned materials and prepares for standard performance of work and advancement.

Aids in maintaining order in crowds and in public gatherings.

May be required to act as a field training officer for assigned recruits.

Performs various related duties as assigned or required.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must be not less than twenty-one (21) years of age.

Must possess a valid driver's license.

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	01-15-57	01-05-95
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